

HARLTON PARISH COUNCIL

Minutes of the Annual Meeting of Harlton Parish Council held on Tuesday 14 May 2024, at 7.30 pm in the Village Hall, Harlton.

In Attendance: Cllrs Ben Banks (BB) Chair, Chris Coleridge (CC) Vice Chair, Garry Johnson (GJ), Kim Quince Parish Clerk, Kim Quince. 3 members of the public attended.

24-1 Election of the Chair 2024/25 and signing of the Declaration of Office

Cllr Ben Banks was elected as Chairman, nominated by Cllr Chris Coleridge, seconded by Cllr Garry Johnson. The Chair's Declaration of Office was signed.

24-2 Election of Vice-Chair 2024/25

Cllr Chris Coleridge was elected as Vice-Chair, nominated by Cllr Ben Banks, seconded by Cllr Garry Johnson. The Vice-Chair's Declaration of Office was signed.

24-3 To confirm the appointment of Parish Clerk, Kim Quince as the Responsible Financial Officer

It was resolved to ratify the Parish Clerk, Kim Quince as RFO, for 2024/25

24-4 To receive Apologies of Absence

Apologies received from Cllrs Richard Cotton, Cllr Isabel Robinson, and District Cllr Lisa Redrup

24-5 To receive Declarations of Interest relating to the agenda - None declared.

24-6 To approve the minutes of the meeting of 2 April 2024

The minutes were approved and signed by the Chair. All supported.

24-7 Public Participation (15mins) - Open Forum for members of the public to raise matters of interest, or raise questions pertaining to the agenda. The agent and client of planning application [24/01204/FUL](#) attended to present their proposals and to seek to address any concerns.

24-11 – Item brought forward: (GCSP)- New Planning Notifications

[24/01204/FUL](#) - Land Adj. 54 Eversden Road, erection of a detached four-bedroom dwelling. It was agreed to make no recommendation. There were some concerns with how far back the dwelling would sit on the plot and neighbour objections were noted.

[24/01304/FUL](#) - 83 High Street, erection of a new dwelling – no recommendation agreed.

[24/01065/HFUL](#) - 64 Eversden Road, remove glazed conservatory roof and replace with part pitch/part flat roof – no recommendation agreed.

[24/01427/PRIOR](#) - 21 Church Street, Haslingfield Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses – no comments agreed.

[23/03674/FUL](#) - **Notification of Planning Appeal**, site address 4 Haslingfield Road. Awaiting outcome of Planning Inspectorate's decision.

24-8 To receive District Councillor's and County Councillor reports.

Report received from District Councillor Lisa Redrup was circulated prior to the meeting and will be published on the website.

24-9 To receive Clerk's report and updates on actions from the previous meeting.

The Clerk reported that the parish council domains registration and web and email hosting accounts had been moved to Parish Council Websites (BWP Creative Ltd) as per quote. They have made a few small changes to meet accessibility compliance, and drafted and published an Accessibility Statement at no extra charge. The next step is to purchase and transfer of the Clerk's email and website to the gov.uk domain.

24-10 Report from Annual Village Meeting held on 30 April 2024.

The meeting was attended by approximately 30 people. The PC Chair provided a report on PC activities and extended his thanks to the generosity of the many villagers who funded the purchase of the village glebe, and the village hall committee for looking after the hall, organizing social events, and managing and funding the new hall floor. Reports received will be published on the village

website. District Councillor Lisa Redrup was asked about SCDC position on East West Rail. In her response, she reported not receiving emails about EWR and would be happy to receive emails outlining any questions or concerns. No matters were raised during the Open Forum.

24-11 Greater Cambridge Shared Planning (GCSP)- New Planning Notifications - Item moved to under item 7.

24-12 To consider Annual Council Business – Adoption of Statutory Documents and Polices

- a) Adoption of Standing Orders 2024 – Adopted.
- b) Adoption of Financial Regulations and Internal System of Financial of Controls 2024 –Adopted. Noted there is new set of NALC model Financial Regulations. These will be reviewed by the Clerk and considered for adoption later in the year.
- c) To review and update the Asset Register 2024 – Register updated with the Glebe land purchase.
- d) To consider and adopt the Council’s Risk Management Policy and Risk Register 2024 – Adopted.
- e) To review and adopt Model Publication Scheme – to carry over to the next meeting.

24-13 Finance

- a) **To approve the Parish Council Accounts for Year End 31st March 2024.** All supported approving the accounts which had been circulated prior to the meeting. It was noted the Council were unable to declare exemption from a limited assurance review this year because gross expenditure exceeded £25k. The completed AGAR and requested documents will be emailed to the appointed external auditor PKF Littlejohn.
- b) **To receive the Internal Auditor Report for Year ended 31st March 2024.** The internal audit had been undertaken by LGS Services and the AGAR form signed. There were no matters to report.
- c) **To consider and approve the Annual Governance Statement 2023/24 of the Annual Governance and Accountability Return (AGAR)** – the Governance Statement was read out by the Clerk and approved at the meeting and the Return signed by the Chairman and Clerk
- d) **To consider and approve the Annual Accounting Statements 2023/24 (AGAR)** - the Accounting Statements were approved, and the Return signed by the Chairman.
- e) **To consider the Period of Notice for the Exercise of Public Rights and publication of unaudited Annual Return (AGAR) – 3 June to 12 July 2024.** The dates were noted. The Clerk will publish the notice on the website and village notice board.
- f) **To review and confirm bank signatories on the bank accounts and online BACS payment authorisations.** There were no changes to the signatories on the bank mandate. It was resolved that the Chair will continue to be responsible for the Direct Debit and Standing Order payments and setting up the online BAC’s payments. Cllr Richard Cottam was appointed to be responsible for periodic checks on the bank reconciliation and review of the year end accounts.
- g) **To approve Southern Electricity 12 month, Offer Contract 1 July 2024 for Unmetered Street Lights** – SSE’s renewal fixed rate tariff offer for 12 months from 1 July 2024 was approved.
- h) **To consider Clerk’s SLCC Membership Renewal** - All supported the payment of the Clerk’s SLCC membership due 1st June.
- i) **To approve the schedule of payments - invoices, BAC transfers, standing orders and salaries:** The following payments and Standing Order updates were approved. The Clerk will send account details to the Chair and Cllr GH to authorise online payments.
 - Clerks Salaries Standing Order Update – April, May
 - £18.67 K. Quince, Annual Village Meeting refreshments
 - £ 105.00 Clerk’s Annual SLCC Membership fee

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- £326.24 BWP Creative Ltd (Parish Council Websites – web & email hosting)
- £ 93.60 Playsafety Ltd, Annual RoSPA Play Area Inspection fee.

Receipts £9,500 SCDC Precept 2024/25, K. Quince deposit re PAYE deductions- noted.

24-14 To consider what the Parish Council can do in regard for conserving biodiversity.

It is felt the PC is already doing things for biodiversity such as management of the Clunch Pit, planting and maintaining trees on Parish Council land, and support of the Haslingfield & Harlton Eco group 'No Mow 'May initiative. **Action:** Clerk to draft a short policy with objectives for review and adoption.

24-15 Reports and discussions for ongoing items:

- a) East West Rail, Cambridge Approaches and Harlton Working group updates.** There is concern with EWR's lack of consultation with parish councils in their consultation process. It was noted the PC had recently received an invitation to quarterly EWR meetings with SCDC Deputy Leader, Planning Portfolio Holder, and key Planning Officers to ensure that they reflect community views and concerns through their various roles at the Council in relation to East West Rail engagement.
- b) Village Hall Trustee Liaison** – no matters to report.
- c) Management of the Clunch pit** – no matters to report.
- d) Playground Land Registration (HMRC Land Registry).** Advised by the solicitors that the application's online status is 'awaiting processing'. Land Registry usually contact us directly to arrange for a surveyor visit once they start processing the application.
- e) Traffic calming measures in the village – 20mph limit update:** advised by the CCC project delivery team there were unforeseen delays, and the expected installation date has been pushed back to autumn if the Traffic Regulation Order is approved in the summer.

24-16 Correspondence received: - Circulated.

2024/04/03 SCDC, Street Trading Policy

2024/04/05 GCSP Adoption of Greater Cambridge Statement of Community Involvement (SCI)

2024/04/22 Connections Bus Newsletter

2024/04/28 SLCC Membership Renewal Notice

2024/04/30 Email received re planning application 21 Church Street, Haslingfield

24-17 To consider reports and observations relating to the village - None reported.

24-18 To confirm the date of the next Meeting.

Tuesday 16 July

Meeting closed at 9.15pm

Signed.....

Chairman.....